



installation and
operation manual
for Hunter
Ceiling Fans

Welcome

For Your Records and Warranty Assistance

Model Name: _____

Catalog/Model No.: _____

Serial No.: _____

Date Purchased: _____

Where Purchased: _____

For reference also attach your receipt or a copy of your receipt to the manual.

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© 2004 Hunter Fan Company

Your new Hunter® ceiling fan is an addition to your home or office that will provide comfort and performance for many years. This installation and operation manual gives you complete instructions for installing and operating your fan.

We are proud of our work. We appreciate the opportunity to supply you with the best ceiling fan available anywhere in the world.

Before installing your fan, for your records and warranty assistance, record information from the carton and Hunter nameplate label (located on the top of the fan motor housing).

Easy Lock™ Blade System

Your new Hunter ceiling fan includes our exclusive Easy Lock™ blade assembly, which enables you to lock the blades in place without tools and eliminates several assembly tasks. It also enables you to remove the blades easily for cleaning.

Cautions and Warnings

- Read this entire manual carefully before beginning installation. Save these instructions.
- Use only Hunter replacement parts.
- To reduce the risk of personal injury, attach the fan directly to the support structure of the building according to these instructions, and use only the hardware supplied.
- To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.
- All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.
- To reduce the risk of personal injury, do not bend the blade attachment system when installing, balancing, or cleaning the fan. Never insert foreign objects between rotating fan blades.
- To reduce the risk of fire, electrical shock, or motor damage, do not use a solid-state speed control with this fan. Use only Hunter speed controls.

Mounting and Optional Accessories

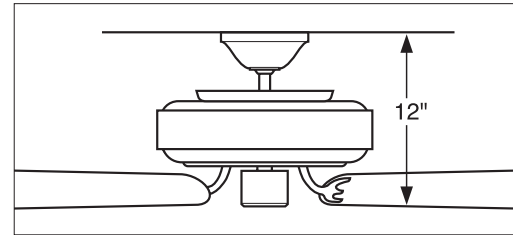
Understanding Mounting

Hunter's patented mounting system provides you maximum installation flexibility and ease. You can install your Hunter fan in one of two ways, depending on your preference: Standard or Angle mounting. The steps in this manual include instructions for both mounting methods.

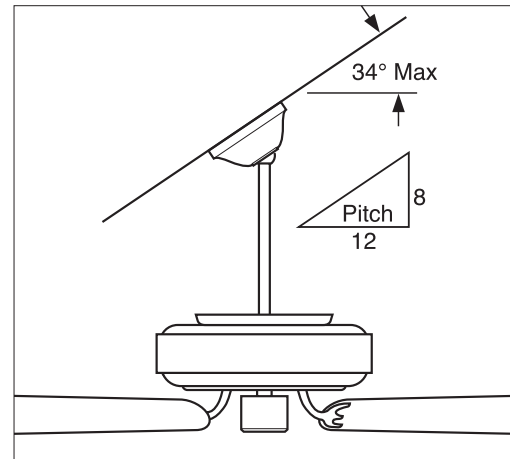
Note: This fan must be mounted on ceilings 9 feet or higher.

Considering Optional Accessories

Consider using Hunter's optional accessories, including a wall-mounted or remote speed control. To install and use the accessories, follow the instructions included with each product. For quiet and optimum performance of your Hunter fan, use only Hunter speed controls.



Standard Mounting hangs from the ceiling by a downrod (included), recommended for ceilings 9 feet or higher



Angle Mounting recommended for a vaulted or angled ceiling

For ceilings higher than 9 feet, you can purchase Hunter extension downrods. All Hunter fans use sturdy 3/4" diameter pipe to assure stability and wobble-free performance.

1 • Getting Ready

4

Installing Multiple Fans?

If you are installing more than one fan, keep the fan blades in sets, as they were shipped.

To install a ceiling fan, be sure you can do the following:

- Locate the ceiling joist or other suitable support in ceiling.
- Drill holes for and install wood screws.
- Identify and connect electrical wires.
- Lift 40 pounds.

If you need help installing the fan, your Hunter fan dealer can direct you to a licensed installer or electrician.

Gathering the Tools

You will need the following tools for installing the fan:

- Electric drill with 9/64" bit
- Standard screwdriver
- Phillips-head screwdriver
- Wrench or pliers

Checking Your Fan Parts

Carefully unpack your fan to avoid damage to the fan parts. Check for any shipping damage to the motor or fan blades. If one of the fan blades was damaged in shipment, return all the blades for replacement.

If any parts are missing or damaged, contact your Hunter dealer or call Hunter Parts Department at 888-830-1326.

Preparing the Fan Site

Before you begin installing the fan, follow all the instructions in the pullout sheet called "Preparing the Fan Site." Proper ceiling fan location and attachment to the building structure are essential for safety, reliable operation, maximum efficiency, and energy savings.

▲ WARNING: To reduce the risk of fire and electric shock, this fan should not be installed directly over cooking areas.

▲ CAUTION: To reduce the risk of personal injury, care must be taken when installing the fan that the blades are at least 30" from the nearest obstruction (such as cabinet doors). Refer to the Site Prep Sheet for additional information.

2 • Installing the Hanger Bracket

2-1. Drill two pilot holes into the wood support structure through the outermost holes in the outlet box. The pilot holes should be $\frac{9}{64}$ " in diameter.

Note: Your fan comes with four pre-installed neoprene noise isolators.

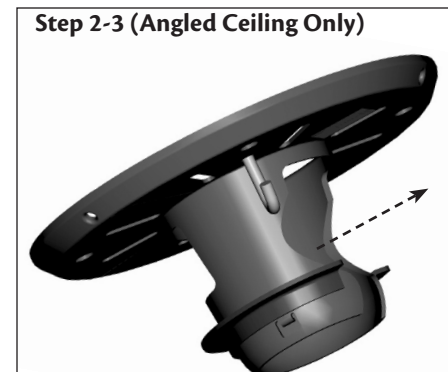
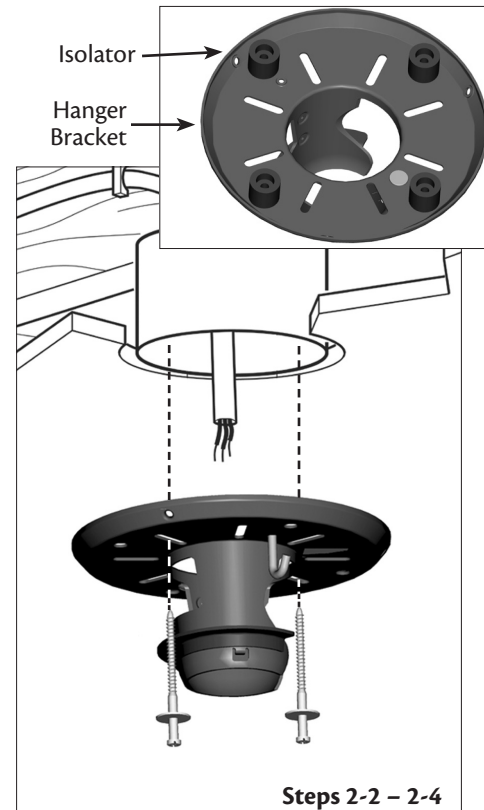
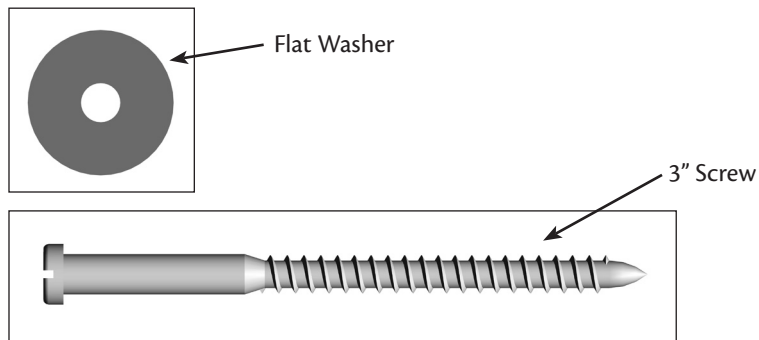
2-2. Thread the lead wires from the outlet box down through the hole in the middle of the hanger bracket.

2-3. Align the slotted holes in the hanger bracket with the pilot holes you drilled in the wood support structure. For proper alignment use slotted holes directly across from each other. If you are installing the fan on an **angled** ceiling, be sure to orient the hanger bracket with the large opening towards the ceiling peak.

Note: The isolators should be flush against the ceiling.

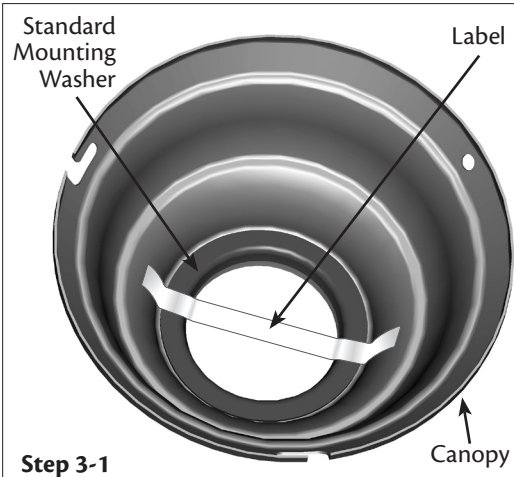
2-4. Place a flat washer on each of the two 3" screws and pass the screws through the slotted holes in the hanger bracket into the pilot holes you drilled.

Tighten the screws into the $\frac{9}{64}$ " pilot holes; do not use lubricants on the screws. Do not over tighten.



For Angled Ceilings: Be sure to orient the hanger bracket with the large opening towards the ceiling peak.

3 • Assembling and Hanging the Fan



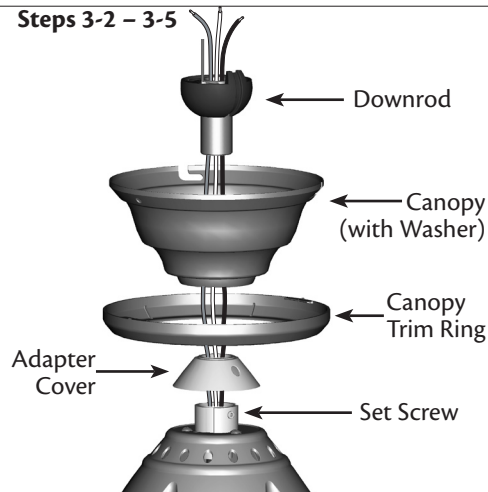
You can assemble your fan for **standard** or **angle** mounting.

- 3-1. Remove the label from the standard mounting washer inside the canopy. Leave the washer in place. (**Note:** You will not use the washer included in the parts sack.)
- 3-2. To assemble the fan to hang down from a flat or angled ceiling, insert the downrod through the canopy, canopy trim ring, and adapter cover.
- 3-3. Feed the wires from the fan through the downrod.
- 3-4. Screw the downrod into the fan assembly.
- 3-5. Align the hole in the adapter cover with the set screw. Tighten the allen head set screw using the included allen wrench.

⚠ CAUTION: The adapter has a special coating on the threads. Do not remove this coating; the coating prevents the downrod from unscrewing. Once assembled, do not remove the downrod.

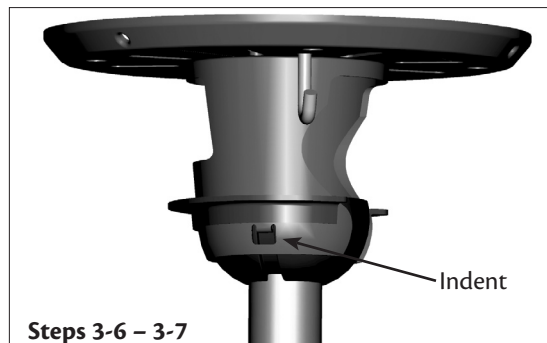
⚠ WARNING: Do not carry or lift fan by canopy.

Steps 3-2 – 3-5



- 3-6. Raise the fan and place the ball into the hanger bracket.
- 3-7. Align the notch on the ball with the indent in the hanger bracket. (Rotate the fan until you hear the notch pop into place.)

⚠ WARNING: Fan may fall if not assembled as directed in these installation instructions.



4 • Wiring the Fan

All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.

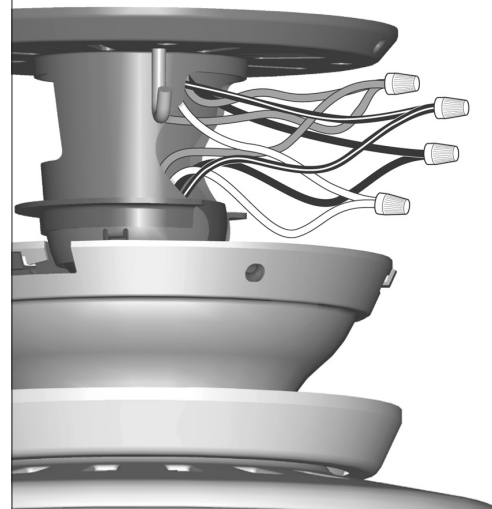
Wall switches are not included. Select an acceptable general-use switch in accordance with national and local electrical codes.

- 4-1. Disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location.
- 4-2. Decide how you want to set up the fan and light controls. You can control the fan and/or lights together or separately using one or two wall switches. Follow Step 4-3 **OR** Step 4-4, depending on what you decide.
- 4-3. If you want to, you can control the fan and light separately using two wall switches, connect the wires as follows:
 - The bare or green ground wire from the ceiling to the green ground wire from the hanger bracket and the green ground wire from the fan
 - The white wire from the ceiling to the white wire from the fan
 - The black wire from the ceiling to the black wire from the fan
 - The black/white wire from the fan to the wire for the wall switch
- 4-4. Alternatively, you can control both fan and light with one switch. To do so connect the wires as follows:
 - The bare or green ground wire from the ceiling to the green ground wire from the hanger bracket and the green ground wire from the fan
 - The white wire from the ceiling to the white wire from the fan
 - The black wire from the ceiling to the black and the black/white wire from the fan
- 4-5. To connect the wires, hold the bare metal leads together and place a wire nut over them, then twist clockwise until tight.

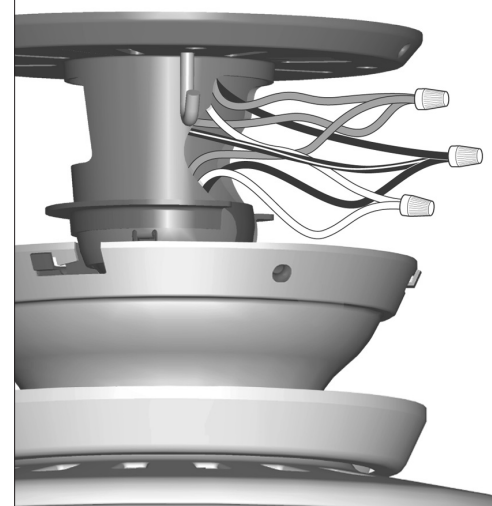
▲ CAUTION: Be sure no bare wire or wire strands are visible after making connections.

- 4-6. Push all wires and wire nuts back into the hanger bracket.

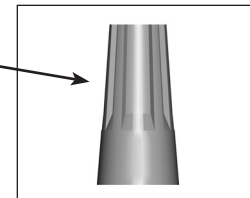
Step 4-3



Step 4-4

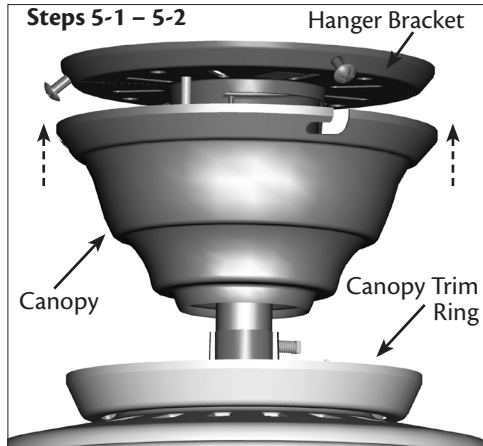


Wire Nut



5 • Installing the Canopy and Canopy Trim Ring

Steps 5-1 – 5-2



5-1. Partially install two canopy screws (about 2 full turns) in the hanger bracket.

5-2. Raise the canopy over the hanger bracket. Align partially installed screws with key slots in canopy.

5-3. Twist canopy clockwise to secure.

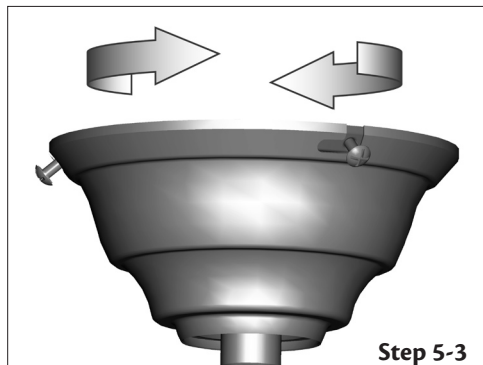
5-4. Install third canopy screw in round hole on canopy. Securely tighten all three screws.

5-5. Using both hands, push the canopy trim ring up to the top of the canopy. The canopy trim ring will snap and lock into place.

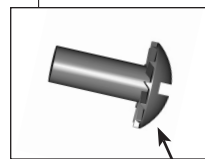
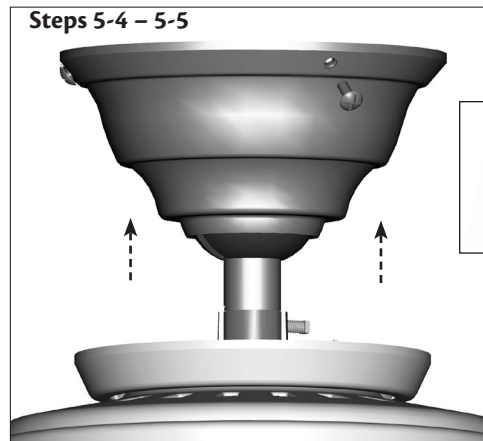
Should you need to remove the canopy trim ring, follow these steps:

1. Locate the tab indicators, small bumps on top of tabs.
2. Press firmly on opposite sides of the ring towards the canopy. The tabs will flex out releasing the trim ring from the canopy

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Steps 5-4 – 5-5

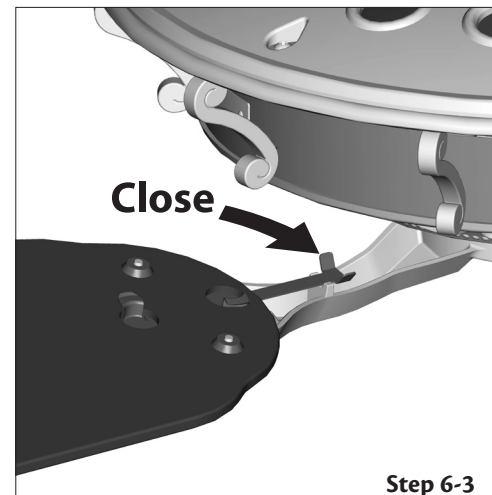
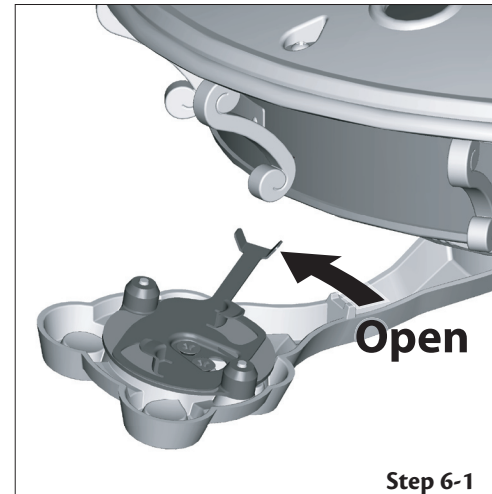


6 • Installing the Blades

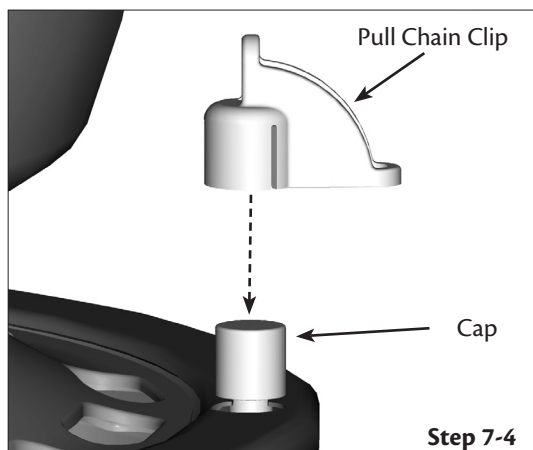
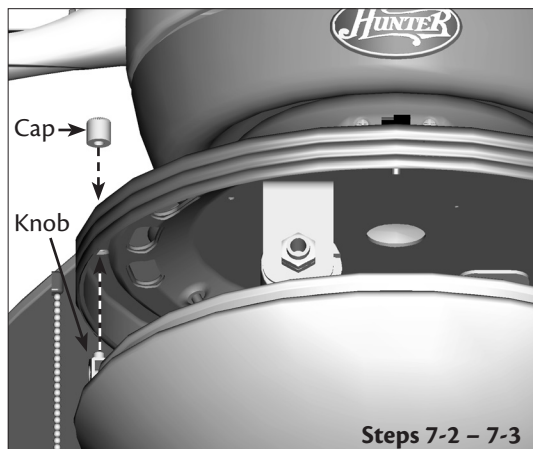
Our exclusive Easy Lock™ blade assembly enables you to lock the blades in place without tools and to remove the blades easily for cleaning.

- 6-1. Open the locking mechanism.
- 6-2. Align the holes in the blade with the blade iron.
- 6-3. Close the locking mechanism securely. You will feel it lock into place.

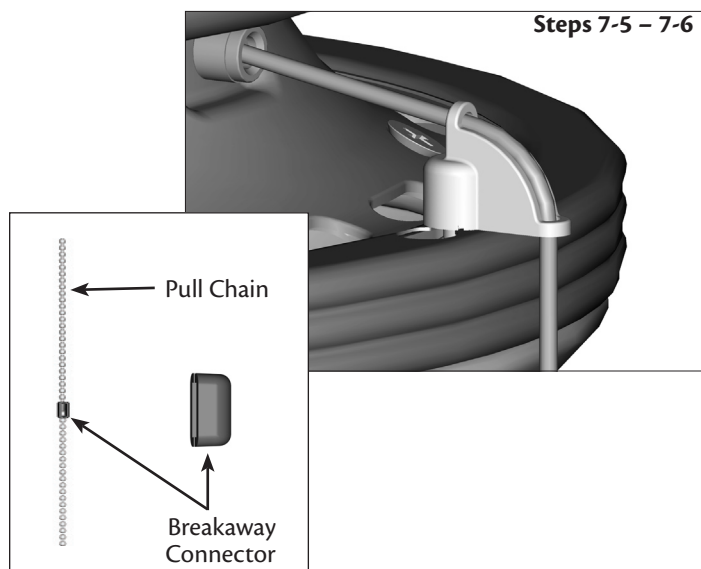
⚠ CAUTION: To reduce the risk of personal injury, care must be taken when installing the fan that the blades are at least 30" from the nearest obstruction (such as cabinet doors). Refer to the Site Prep Sheet for additional information.



7 • Installing the Glass and Pull Chains

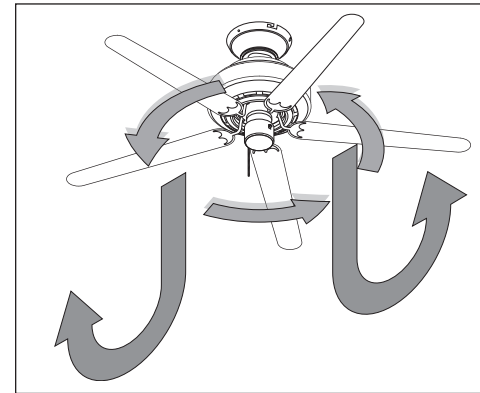


- 7-1. Install two 60 Watt A15 bulbs.
- 7-2. Raise the shade until the knobs go through the holes.
- 7-3. Screw a cap onto each knob. Tighten securely.
- 7-4. Place a pull chain clip over both caps.
- 7-5. Remove the breakaway connectors and extra chain from the light and fan pull chains.
- 7-6. Thread the light and fan pull chains through the pull chain clips.
- 7-7 Re-connect the breakaway connectors and extra chain to the light and fan pull chains.

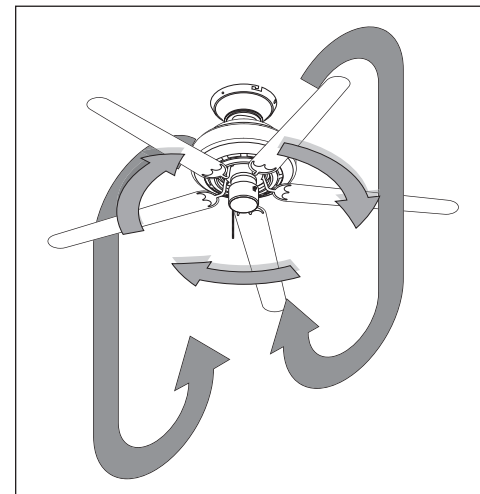


8 • Operating and Cleaning Your Ceiling Fan

- 8-1. Turn on electrical power to the fan.
- 8-2. The fan pull chain controls power to the fan. The pull chain has four settings in sequence: High, Medium, Low and Off.
 - Pull the chain slowly to change settings.
 - Release slowly to prevent the chain from recoiling into the blades.
 - The chain uses a breakaway connector that separates if the chain is jerked. If this happens, simply reinsert the chain into the connector.
- 8-3. The light pull chain controls power to the light. The pull chain has two settings: On and Off.
- 8-4. Ceiling fans work best by blowing air downward (counterclockwise blade rotation) in warm weather to cool the room with a direct breeze. In winter, having the fan draw air upward (clockwise blade rotation) will distribute the warmer air trapped at the ceiling around the room without causing a draft.
- 8-5. For cleaning finishes, use a soft brush or lint-free cloth to prevent scratching. A vacuum cleaner brush nozzle can remove heavier dust. Remove surface smudges or accumulated dirt and dust using a mild detergent and a slightly dampened cloth. You may use an artistic agent, but never abrasive cleaning agents as they will damage the finish.
- 8-6. Clean the blades in the same manner as the fan finish. You can also remove the blades and clean them in the dishwasher.



In warm weather, use downward air flow pattern

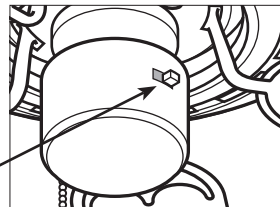


In cold weather, use upward air flow pattern

To Change Airflow Direction

Turn the fan off and let it come to a complete stop. Slide the reversing switch on the fan to the opposite position. Restart fan.

Reversing
Switch



9 • Troubleshooting

Problem: Nothing happens; fan does not move.

1. Turn power on, replace fuse, or reset breaker.
2. Loosen canopy, check all connections according to the wiring the fan section.
3. Check the plug connection in the switch housing.
4. Push motor reversing switch firmly left or right ensure that the switch is engaged.
5. Pull the pull chain to ensure it is on.
6. Remove the shipping bumpers.

Problem: Noisy operation.

1. Tighten the blade bracket screws until snug.
2. Check to see if the blade is cracked. If so, replace all the blades.
3. Be sure that the glass is secure.
4. Check and tighten the screws in the switch housing mounting plate and in the upper and lower switch housing.

Problem: Excessive wobbling.

1. If your fan wobbles when operating, use the enclosed balancing kit and instructions to balance the fan.
2. Tighten all blade iron screws.
3. Turn power off, support fan very carefully, and check that the hanger ball is properly seated.

If you need parts or service assistance, please call 888-830-1326 or visit us at our WEB site at <http://www.hunterfan.com>.

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